



**Mansfield Discovery Depot
Request for Proposal (RFP)**

Custodial Services for Discovery Depot

Submission Deadline:
2:00pm, November 3, 2020

Submission Contact and Address:

Office of the Director of Finance
Town of Mansfield
Finance Department
4 South Eagleville Road
Mansfield, Connecticut 06268

www.mansfieldct.gov

Background:

The Mansfield Discovery Depot is located east of Hartford in Mansfield, Connecticut at 50 Depot Road. This facility is a spacious 13,000 square foot, single story, purpose-built daycare facility.

Overview:

The facility is requesting a proposal from custodial services companies to provide up to five days per week of cleaning services at Discovery Depot on a year round basis, 52 weeks per year. The selected vendor will work with the Director of the facility and other supervisory staff as needed. Services to be performed include the furnishing of all labor, tools, equipment, services, tasks, and incidental and customary work necessary to competently perform cleaning. Prior experience working in a childcare setting is preferred.

Days and Times:

- Monday, Tuesday, Wednesday, Thursday, and Friday evenings with no work starting before 4:30-5:00pm.
- Because of the complexity and amount of area to be covered each day, Mansfield Discovery Depot is requiring 1 employee at 6 hrs. per day or 2 employees at 3 hrs. per day on the premises.

Holidays and days closed with no service required:

<u>Holidays (2020)</u>
New Year's Day
Martin Luther King
Presidents' Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day

The Center closes for 12 major holidays each year and for two weeks: One week between Christmas Eve Day and New Year's Day and one week in August. This provides the opportunity for deep cleaning to occur.

SCOPE OF WORK:

Frequency of Service: Five (5) times per week

- Clean and disinfect all bathrooms in the classrooms and three (3) staff bathrooms including sinks, toilets, toilet bottoms, partitions, mirrors, counters, fixtures, and floors (mop).
- Clean and disinfect adult sinks and counter tops in all classrooms including the sinks outside of children's bathrooms.
- Empty and remove garbage and recycling in all rooms and put in the outside recycling and garbage containers. Trash cans/Diaper pails should be wiped clean inside and outside. Replace liners in trash cans in all rooms, and office areas, except in infant rooms. See the Assistant Director for instructions on emptying the outside recycle and trash containers.
- Stock toilet paper, paper towels, soap, etc: Supplies, including cleaning products will be supplied by Mansfield Discovery Depot. Orders must be placed before running out of supplies. See the Assistant Director for ordering instructions.
- Clean common areas such as; lobby, hallways, little rooms off the hallway, and staff lounge and work areas including cleaning all tiles, mopping tile floors, vacuuming all carpets and rugs (all trash cans and chairs should be moved for complete cleaning); cleaning windows, tables, bookshelves, desks, chairs, window ledges, and other surfaces. This includes dusting, and disinfecting (when appropriate) areas.
- Clean daily all kitchen counters, water cooler & sinks. All floors should be swept or vacuumed and mopped (including staff lounge).
- All entrance, classroom doors windows, and lobby glass is to be dusted and spot cleaned; smudges and fingerprints removed, daily.
- All classroom door handles and woodwork around door handle to be wiped daily inside and outside.
- Vacuum reception, director's office, and back office areas.
- Vacuum all classroom rugs.
- Sweep and mop all floors.

Frequency of Service: Three (3) times per week (on non-consecutive days):

- Pick up and remove trash and debris on outside walks, lawn, and main entrance and parking lot areas.

Frequency of Service: Once per month

- All interior windows of the little rooms off the hallway to be cleaned, including dusting sills.

Frequency of Service: Twice a year

- Shutdown of the facility occurs for two weeks, once in August and December for deep cleaning. This will be in place of daily/weekly duties.

COVID-19 Requirements:

- Prior to beginning work at the center (upon hire) employees and any new employees thereafter must submit a negative COVID-19 test result.
- In addition to the items listed above, all CDC, Eastern Highland Health District and Office of Early Childhood (OEC) guidelines and regulations will be followed.
- Due to COVID-19 concerns, Mansfield Discovery Depot is asking for 1-2 “consistent” staff in the building at any given time, rather than a different person each day.
- If at any time an employee is sick or waiting on a COVID-19 test results, they will not be permitted in the building until symptoms clear or a negative test result is given to the director.
- Masks and gloves must be worn at all times while on the premises.

SUBMISSION REQUIREMENTS

Submission Due Date:

All proposals can be submitted at the following link: mansfieldct.bonfirehub.com under the bid title “Custodial Services for Discovery Depot”. Bidders will be required to create a Bonfire profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website: [Vendor Registration](#). Due to the bid collection change to a secure online platform, multiple copies of your bid are no longer required. Please upload one (1) copy of all required bid documentation. Qualifications and proposals will be accepted until Monday, November 3, 2020 at 2:00pm. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

Pre-Bid Walk-Through:

Attendance at a pre-bid walkthrough is recommended to review the project scope, site, and conditions as well as address any questions regarding the project. A pre-bid walkthrough will be held on an on-call basis. Please call Mansfield Discovery Depot at 860-487-0062 to arrange an appointment.

Directions for Submissions:

Interested companies are required to submit one (1) original copy to the Bonfire platform as referenced in the paragraph above.

Those companies applying must be licensed, certified, or have a proven record to perform the work, and provide evidence of experience in general contracting, as well as cost estimation of similar projects in the Northeast region of the United States.

Submissions must include the following sections:

- Letter of Transmittal

- Qualifications Statement (include brief history of firm, credentials, etc.)
- Scope of Services
- Specialized Expertise
- Similar Projects/References (Attachment A in Bid Form)
- Schedule of Fees (Bid Proposal Form)
- Ability to Meet the Schedule
- Ability to meet security/background check requirements
- A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve.

Proposal:

- The proposal shall include lump sum per week for the services to be provided based on the scope of work indicated in this request.

Insurance Requirements:

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to the Town of Mansfield. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any non-standard exclusions is required for all required coverages.

The coverage indicated below at not less than the specified limits are required for this project (agreement):

- A. Commercial General Liability coverage naming the MANSFIELD DISCOVERY DEPOT as additional insured, written on an occurrence basis: \$1,000,000 per occurrence, \$2,000,000 aggregate
- B. Automobile Liability coverage, including coverage for owned, non-owned, or hired autos: \$1,000,000 per accident-combined single limit
- C. Workers' Compensation Coverage, (as per Connecticut law and custom) and employer's liability coverage \$100,000 (each accident) /\$500,000 (Disease, each employee) /\$100,000 (Disease, policy limit) limits or "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.
- D. Umbrella/Excess Liability: The contractor will maintain coverage applying over the underlying Commercial General Liability, Automobile Liability, Pollution Liability (where applicable), and Employer Liability section of the Workers' Compensation coverage. Minimum limits: \$2,000,000 per occurrence/\$2,000,000 annual aggregate. The Town of Mansfield shall have

the sole discretion in increasing or reducing the Umbrella/Excess Liability coverage requirements depending on the scope and/or size of the work to be performed by Contractor/Bidder.

The Commercial General Liability, Commercial Auto Liability, and Umbrella/Excess Liability coverage shall be written on a Primary, Non-Contributory Basis.

The required insurance form shall be certified by a duly authorized representative of the insurer(s) and incorporated into and made a part of this agreement. Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted with the bid on file with the Town of Mansfield prior to commencement of this project (agreement).

Insurance as required by the Town of Mansfield shall be furnished by the Contractor to the Town. The Mansfield Discovery Depot shall be listed as "additional insured" by name on all insurance certifications except Worker's Compensation & Employers Liability. Failure of the Contractor to maintain all required insurance in accordance with the Contract shall constitute a material breach of the Contract and shall subject the Contractor to the Town's withholding liquidated damages from the Contractor in the amount of five percent (5%) of the total Contract price, as it may be amended by construction orders, subject to the continued commercial availability of such coverage.

The Contractor shall not commence work under this contract until he has obtained all the insurance required above of the Information for Bidders attached hereto and such insurance has been approved by the Town. The Contractor shall furnish the Town with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies. Such certificates shall also contain substantially the following statements: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Town." The Mansfield Discovery Depot shall be listed as "additional insured" by name on all such insurance certifications.

Each policy of insurance shall include a waiver of subrogation in favor of the Mansfield Discovery Depot and shall provide no less than thirty (30) days' notice to the Town in the event of a cancellation or change in conditions or amounts of coverage.

Indemnification:

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Mansfield Discovery Depot, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (Including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

- Bodily injury, sickness, disease, or death; and/or
- Damage to or destruction of property, real or personal; and/or
- Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Mansfield Discovery Depot, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the Mansfield Discovery Depot, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of America, the State of Connecticut, the Town of Mansfield, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

Vendor Warranty:

Vendor hereby agrees to:

- a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
- b. Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
- c. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.
- d. Indemnify, defend, and hold harmless the Mansfield Discovery Depot its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of defects in its products, materials or workmanship, negligence in its activities or breach of its agreement with the Town, including the cost of defense and counsel fees.

Articles which in any respect fail to conform to the specifications upon which the award is made will be rejected and held subject to the Bidder's disposition and expense.

Contract:

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Mansfield Discovery Depot and the offer submitted by the Contractor in response

to the request for bid. The offer shall substantially conform to the terms, conditions, specifications, and other requirements set forth within the text of the request for bid. The Mansfield Discovery Depot reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial nonconformity in the offer, as determined by the Town of Mansfield Director of Finance, shall be deemed nonresponsive and the offer rejected.

Such contract shall contain the entire agreement between the Mansfield Discovery Depot and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contract, proposals, negotiations, purchase orders or master agreements in any form.

Mansfield Discovery Depot Custodial Services Bid Proposal Form

The undersigned proposes to furnish all labor, equipment, and materials required for the specified custodial services for the Mansfield Discovery Depot in accordance with the accompanying scope of work, for the weekly/monthly price and the overall average annual cost specified below.

This bid includes Addenda
numbered _____

The proposed total weekly/monthly rate and the total annual costs are:

_____	\$ _____
Weekly Rate (Written Words)	(Figures)

_____	\$ _____
Monthly Rate (Written Words)	(Figures)

_____	\$ _____
Annual Cost (Written Words)	(Figures)

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Date _____

(Signed name of bidder)

Corporate
Seal

(Printed name of bidder)

(Title)

(Company name)

(Address)

(City, State, Zip Code)

(Phone)

(Email)

Evaluation Criteria & Right to Reject:

The Finance Department reserves the right to reject any and all proposals or submittals for such reason as it deems proper and does not bind itself to accept the lowest bid or any proposal. In acceptance of proposals or submittals, the Finance Department will be guided by what it deems to be in the best interest of the Mansfield Discovery Depot at the time of selection. The Finance Department also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the Mansfield Discovery Depot. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects by location and projected completion work dates. Contract award may be as a package or broken down by each service based on the best value for the Mansfield Discovery Depot.

Responses will be reviewed and evaluated by the Director at Discovery Depot and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

- Qualifications and required licensing or certification for stated work
- Minimum Liability Insurance for stated work
- Ability of professional personnel
- Past record and experience
- Willingness to meet time requirements
- Ability to meet security/background check requirements
- Location
- Workload of the firm
- Technical experience of the company
- Responsiveness in clear understanding of the work to be performed
- Strength of client recommendations
- Local (City, County, Regional) experience

Additional Information:

Additional information may be obtained by contacting:

Debbie Plourde, Director
Phone: 860-487-0062
Email: PlourdeDA@mansfieldct.org

Attachment A

Similar Projects and References

Similar Work and References

In the spaces following, provide information regarding contracts completed by your company similar in nature to the project being bid. A minimum of four (4) contracts should be listed. Publically bid contracts are preferred, but not mandatory.

Project Name: _____

Owner: _____

City/State: _____

Dollar Amount: \$ _____ Date Completed: _____

Publically Bid: ☐ Yes ☐ No

Type of Work: _____

Contact Person: _____ Telephone #: _____

Contact Person's Relation to the Project: _____
(i.e. contract manager, purchasing agent, etc.)

Project Name: _____

Owner: _____

City/State: _____

Dollar Amount: \$ _____ Date Completed: _____

Publically Bid: ☐ Yes ☐ No

Type of Work: _____

Contact Person: _____ Telephone #: _____

Contact Person's Relation to the Project: _____
(i.e. contract manager, purchasing agent, etc.)

Project Name: _____

Owner: _____

City/State: _____

Dollar Amount: \$ _____ Date Completed: _____

Publically Bid: ☐ Yes ☐ No

Type of Work: _____

Contact Person: _____ Telephone #: _____

Contact Person's Relation to the Project: _____
(i.e. contract manager, purchasing agent, etc.)

Project Name: _____

Owner: _____

City/State: _____

Dollar Amount: \$ _____ Date Completed: _____

Publically Bid: ☐ Yes ☐ No

Type of Work: _____

Contact Person: _____ Telephone #: _____

Contact Person's Relation to the Project: _____
(i.e. contract manager, purchasing agent, etc.)



**Town of Mansfield
Department of Public Works**

**QUESTIONNAIRE CONCERNING OCCUPATIONAL HEALTH
AND SAFETY**

Attachment B

Questionnaire Concerning Occupational Health & Safety

The Town of Mansfield is a political subdivision of the State of Connecticut and it is required by various state statutes and regulations and by its own Town Code of Ordinances to obtain background information on prospective contractors prior to entering into a contract. The questions below are designed to assist the Town of Mansfield in procuring this information.

	Yes	No
1. Has the Bidder been cited for three or more willful or serious violations of any occupational safety and health act?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Bidder received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the Bidder been the recipient of one or more ethical violations from the State of Connecticut Ethics Commission during the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
4. The Bidder shall provide three (3) References for work completed within the last five (5) years.		
4a. Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		
4b. Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		
4c. Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		

Attachment C

Security and Background Checking Requirements

- **State of CT Department of Emergency Services and Public Protection Fingerprinting*** required of all workers in the building and to be on file prior to beginning the job**
- **Authorization For Release of Information From DCF***-submit with fingerprint card**
- **FBI Privacy Act Statement***-submit with fingerprint card**
- **Authorization for Release of Information For DCF CPS Search*****

*****These documents can be attained by the director once the contractor has been offered the award.**